

**WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML180907**

OPENING DATE: September 18, 2018 **CLOSING DATE:** September 30, 2018

LOCATION: West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311

JOB TITLE: MA Administrative Operations Assistant 2

SALARY RANGE: \$35,688 - \$39,036

How to Apply: Anyone interested in applying for this position must submit a completed WV Military Authority Application and resume to:

West Virginia Military Authority, Attn. HR – Employment Applications, 1703 Coonskin Drive, Charleston, WV 25311. Or you may fax to 304-561-6321 or email to deborah.s.taylor28.nfg@mail.mil

All applications must be received by the closing date.

Applications may be obtained from the West Virginia Military Authority web site:
<http://www.wv.ng.mil/HRO/>

NATURE AND SCOPE OF WORK

Under general supervision, performs moderately complex administrative support and clerical work in the Human Resources Department of the WV Military Authority. Work requires the application of modern office procedures and the use of personal computer and related databases, office automation software and spreadsheets in the daily activities. Interacts with WV Military Authority units, other state agencies, and the WV National Guard Officers and members in performing duties; assists other employees in areas as needed; occasional in-state travel for training purposes. Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic arithmetic to included addition, subtraction, division and multiplication.

Knowledge of USERRA rights.

Knowledge of the OASIS HRM payroll system, Kronos system, and the OASIS financial management system in state government.

Ability to analyze data quickly and accurately and to use a calculator/computer.

Ability to review documents for accuracy.

Ability to interact effectively with a wide variety of people to include state officials, federal employees, vendors and the general public.

Ability to communicate effectively, orally and in writing.

PRINCIPAL DUTIES/RESPONSIBILITIES:

Time and Attendance – Run reports from Kronos when requested. Train timekeepers and supervisors on how to use and maintain the Kronos System. Kronos timekeeper for employees with Federal supervisor. Kronos review on behalf of the Director of Operations. Assist the Director of the WV Military Authority on approving all requested leave from the Kronos Request Manager.

Compile, audit and process Multiple Worksite Reports every quarter for Work Force WV.

Compile, audit and report all workers compensation claims and communicate with claims adjusters from Brick Street.

Compile, audit and process all unemployment claims to Work Force WV

Enter transactions in the OASIS HRM payroll/personnel system.

Maintain personnel files for 500+ employees.

Processing of leave without pay (Military, medical and personal) in the HR/Payroll system and in Kronos.

Complete security clearance verifications.

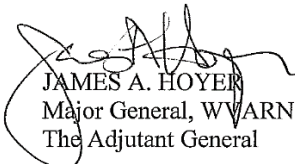
MINIMUM QUALIFICATIONS

TRAINING: Graduation from a standard high school or equivalent.

EXPERIENCE: Two years of full-time or equivalent part-time paid experience in human resources, payroll, accounting, bookkeeping or related fields.

SPECIAL REQUIREMENTS

1. Position is contingent upon receipt of continued Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. Consideration will be given to all qualified applicants without regard to race, color, religion, sex, national origin, politics, age, membership or non-membership in an employee organization.
4. State positions announced by the adjutant general are at-will employment positions. The term at-will means that the employee may be terminated at any time without cause.
5. A pre-employment drug screen is mandatory.



JAMES A. HOYER
Major General, WVARNG
The Adjutant General